

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	EOD DECODE MANAGEMENT	— Lieë			
Application Date	1	FOR RECORDS MANAGEMENT USE Application Number				
	Employees' Retirement System of Georgia Public School Employees	78-293				
Application Number	Two Northside 75, Suite 400	Date Received Date Complete	ed			
	Atlanta, Ga. 30318	NOV 2 2 1978 DEC 6 1				
2. Person to Contact						
Glenn Dow	Division Director	656-296	0 :			
	Schedule; record will continue to accumulate.	arri da 2019. Lis <mark>te i</mark> i i i i i i i i i i i i i i i i i i	7. " '			
	ccumulation; no further accumulation anticipated.					
c. Amend Application 4. Dates of Series	No Check One:		;			
Earliest Latest	5. Necorus Series Title (Tollowea by title usea in orrice; ii a	irrefent)				
FY 1971 To Date	Public School Employees Member Annual Int	erest Summary Files				
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?				
·~ų						
	•					
		•				
	1					
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):				
Documents relating to: do	etermining cumulative interest accured to	members of the Public Sch	1001			
	mployees' Retirement System.	n de la companya de La companya de la co				
interest	Output Microfilm (office and security copy summary files which lists members name and ystem number, status code, yearly and cummy	social security number,	inual			
	ies is being converted to computer output m		1971			
	ies is in bound volumes of computer printou ucceeding years of records will be placed of		t			
File is arranged: numeric	cally by social security number.		_			
8. Monthly Reference Rate	How often are records referred to which are:		•			
	O ; Seven to twelve months old 10 ; Thirteen ter?	o twenty-four months old6	-;			
9. Annual Rate of Accumulation	on of Records					
Letter-size drawers	; Legal-size drawers; Shelves;	· · · · · · · · · · · · · · · · · · ·				
		volumes per ye	ar.			
R-50-71; Rev. 76	(Over)	paulinen van kalle en en en gemak van groep gemeen van van de kalle bevoor het van de kommen van de see van de De sees van de				

(Over)

YES NO	10. Questionnaire	(Place an "X" in the pror	per column)				
x		cial copy of the series?					
	If not, where in the series	is it? s contain confidential inform		security handling? If yes c	ite law or regulati	On -	
X		in anning at which it with the supplementation and the supplementary designation of the supplementary and the			-		
X	· _ 	c. Is this a vital record? d. Does this series have historical or long term research value?					
		wo documents in the file ma		The second secon			
X		scheduled separately?		in though the different file for a fe	•		
X		tion contained in this series e		'if yes, attach copy,			
x	g. Is the informa	tion contained in this series e	ever analyzed ar	id/or recorded in a summariz	ed report?		
х	h. Is there a dupl	ication of this series in your	office or in and	other office or agency?			
Х	i. Is this series (c	Will have office a or a major portion of it regulated the result in a computer	larly microfilme	d? Will be COM			
<u> </u>	i. Does the recor	d series result in a computer	printout? Pre	esent accumulation i	s bound comp	uter printou	
11. Retent	ion Requirements	The following re	equires the serie	s to be kept:			
a. Sta	te Law	years.	đ	. Audit period	0	vears.	
b. Sta	tute of limitation	O years.		. Administrative need	50		
c. Fed	leral law	years.	f.	Federal retention instruction	ons	years.	
1		laws or regulations. Explain a	:				
T	his series is	needed to provide a	ccountabil:	ity for each members	interest ea	rnings.	
	ب						
			•				
12. Appro	ed Disposition Inst	ructions This agency reco	ommends that t	he file series be cut off at the	end of each:		
		☐ Calendar Yea	ar; 🔲 Fiscal Ye	ar; K Other <u>See belo</u>	W	then,	
	al la aba accomana 811.						
		s area month(s) _ g area, hold ye	•	r(s); then			
		ds Center; hold					
☐ Des	troy.						
		ves for permanent retention.	,				
LA Oth	er (Specify)		, ,				
Offi	ce COM Copy -	Cut off files end o	of each fis	cal year; hold in cu	rrent files	area	
-		50 years; then dest		ing the second s			
<u>Secu</u>	rity COM Copy	- Transfer immediat	ely after o	creation to Records	Center; hold	50 years	
Boun	d Computer Pr	then destroy. intout File - Cut of	if immediat	elve hold in current	files area	until	
	1971 to FY 19	78) verifi	cation of	COM file; then destr	oy.	uncii	
΄,	•	(One-t	time dispos	ition)			
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These	instructions apply to	all prior and future accumu	llations of the s	eries.		• • •	
	a						
Agency Hea	id/Designes/(Signa	ture) Date	Records	Managément/Officer (Signat	ture)	Date	
	1/1		· 10:	11 11-01			
	(AP)	bonsun		Jaropus_		1/1-20-78	
			s	tate Records Committee (S	ignature)	Date	
	dations in para-						
graph 12 are		State Auditor/Designee	<u> </u>	my fully		12-5-18	
(it disappro of explanati	ved, attach letter ion.)	Secretary of State/Design		1/43	1	12-11-70	
		Secretary Purotate/ Design	" >,	moso Hav	<i>y</i>	107-18	
.		Attorney General/Design	ee ////	1st / woll		12-5.78	
AR-50-71;	Rev. 76	/	(Reverse Side)			Annual Control of the	

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